

## FAXBACK Menu

1

US Numbers

Enter a 10-digit US number

1

\*Confirm<sup>1</sup>

ABC  
2

\*Re-enter<sup>1</sup>

Enter an identifier followed by the # sign

\*Confirm or Re-enter<sup>1</sup>

ABC  
2

International Numbers

Enter a 1, 2, or 3- digit country code, followed by the # sign

\*Confirm or Re-enter<sup>1</sup>

Enter the rest of the number, followed by the # sign

\*Confirm or Re-enter<sup>1</sup>

Enter an identifier followed by the # sign

\*Confirm or Re-enter<sup>1</sup>

*You will be building a fax, consisting of one or more documents.  
Press 6 from the Main Menu to send the fax. If you hang up before  
sending the fax, your call will be canceled and your fax will not be  
sent.*

## Main Menu

1

**Vacancy Summary List**

1

**FAA Employees<sup>2</sup>**

ABC  
2

**Current/Former Employees of  
another federal agency**

<sup>1</sup> When you see \*Confirm or Re-enter, Press 1 to Confirm or Press 2 to Re-enter your information.

<sup>2</sup> Each option (FAA employee, Current/Former employee, Other) takes you to the same sub-menu. However, your selection will determine which announcements you receive.

DEF  
3

**All Others**

1

**Request by date**

Restrict list to announcements opened within the last week.

ABC  
2

**All valid announcements**

1

**All announcements**

ABC  
2

**Request by region**

\*Enter a 2-digit region at any time<sup>3</sup>

\*Confirm or Re-enter<sup>1</sup>

ABC  
2

ABC  
2

Aeronautical Center

ABC  
2

DEF  
3

Central Region

ABC  
2

JKL  
5

Alaskan Region

DEF  
3

ABC  
2

Eastern Region

GHI  
4

JKL  
5

Great Lakes Region

MNO  
6

DEF  
3

New England Region

MNO  
6

MNO  
6

Northwest Mountain  
Region

PRS  
7

MNO  
6

Southern Region

<sup>3</sup> Enter the 2-digit region code for all announcement options at any time.

|          |          |                        |
|----------|----------|------------------------|
| PRS<br>7 | WXY<br>9 | Southwest Region       |
| TUV<br>8 | ABC<br>2 | Technical Center       |
| WXY<br>9 | ABC<br>2 | Headquarters           |
| WXY<br>9 | PRS<br>7 | Western Pacific Region |
| TUV<br>8 | TUV<br>8 | Return to Main Menu    |
| WXY<br>9 | WXY<br>9 | Repeat Options         |

### DEF 3 **Request by organization**

|          |                                 |
|----------|---------------------------------|
| 1        | Airway Facilities               |
| ABC<br>2 | Air Traffic Control Specialists |
| DEF<br>3 | Flight Standards                |
| GHI<br>4 | Aircraft Certification          |

\*Confirm or Re-enter<sup>1</sup>  
 \*Return to Main Menu Options<sup>4</sup>  
 \*Repeat Options<sup>5</sup>

TUV  
8 \* Return to Main Menu Options<sup>4</sup>

WXY  
9 Repeat options<sup>5</sup>

### ABC 2 **Specific Announcement**

Enter an announcement number

\*Confirm or Re-enter<sup>1</sup>

1 \*Request additional fax using this option<sup>6</sup>

\* Return to Main Menu Options<sup>4</sup>

TUV  
8 # \*Return to Main Menu

### DEF 3 **Forms**

Enter the 2-digit form identifier.

\*Confirm or Re-enter<sup>1</sup>.

\*Request additional fax using this option<sup>6</sup>

\* Return to Main Menu Options<sup>4</sup>

0 0 List of Available Forms

TUV  
8 TUV  
8 Cancel; Return to Main Menu Options

### GHI 4 **List of Personnel Offices**

Add a list of Personnel Offices

### JKL 5 **Copy of the FAXBACK Menu Tree**

A copy of this document

### MNO 6 **Send FAX**

### TUV 8 **Return to Main Menu Options**

<sup>4</sup> Press 8 to Return to Main Menu

<sup>5</sup> Press 9 to repeat options

<sup>6</sup> To request additional faxes using the current option, press 1